

## JUDICIARY HUMAN RESOURCES DEPARTMENT

### FACT SHEET

#### Administration of the Educational Assistance Program

(Reference: Policy on Educational Assistance)

##### **Eligibility Requirements**

- This policy applies to all regular employees. Contractual and temporary employees, Judges, Masters and Law Clerks are not included in this definition of regular employee.
- The employee must have completed the initial six-month probationary period if required to do so, or be eligible to begin using accrued annual leave.
- The employee must achieve and maintain the “meets standards” level of job performance before and during participation in the program.

##### **Course Requirements**

- Educational assistance is to be used for courses required to receive a college degree, or to obtain or maintain professional certifications required by the judiciary.
- Eligible courses should assist employees in furthering their **formal** education.
- These courses are outside the organized training programs, seminars or workshops that are required of the employee’s current or anticipated position.

##### **Employee’s Responsibilities**

- The employee **must** submit the Application for Educational Assistance (JHR-031) to the Manager of the Office of Professional Development at least **15 business days** prior to the registration date for the course.
- Within **30 days** from notification of successful completion by the educational institution, the employee **must** submit:
  - A copy of the **original approved** Application for Educational Assistance.
  - An **original** copy of the grade report from the educational institution indicating the employee met the grade requirements as indicated below:
    - Non-college courses: Pass or certificate of completion
    - Undergraduate courses : Grade of C or better
    - Graduate courses: Grade of B or better
  - The **original, itemized** receipts(s) from the educational institution for tuition and related fees, and books.
  - A completed Educational Assistance Reimbursement Form (JHR-044).
- The employee **must** continue employment with the Judiciary for a minimum of twelve months following the completion of the last successfully completed course(s). The employee will have to refund the money if he/she does not continue employment for 12 months beyond completion of the last successfully completed course.

**Please consult the *Policy on Educational Assistance* or contact the Office of Professional Development at (410) 260-3601 if you have any questions.**

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